MAAP STEERING COMMITTEE
MEETING MINUTES
February 25, 2003
1:30 P.M.

As several participants were unable to attend, it was decided to send out minutes of what transpired during this meeting. The meeting commenced at 1:30 P.M.

Present: Denise Bodwell, Jim Bronson, Pete Croteau, Chuck DeGrace, Linda Farrell, Art Garlow, Rachel Henderson, Rob Kirkpatrick, Kelly Michael, Jim Stone and Priscilla Vaughan.

Absent: Virginia Beecher, Mary Kurkjian, Rebecca Landry, Lynda Mower, Joan Porter, Betty Ramspott and Dennis Roffman.

Rachel Henderson distributed the new project schedule. She discussed the System Design and Architecture – Part II, which is necessary to make up for the new functionality that came out in the January 15, 2003 updated Logical Design, including updating the user interface. The updated System Design and Architecture also includes the XML specifications that will allow us to connect with the vendor and proprietary city software.

Regarding the Technical Team status, Jim Bronson discussed MAAP printing. Some work has been done on advanced printing technologies, however this new technology is considered to be too big a change to do at the same time MAAP rolls out. For MAAP rollout we have a proof of concept using the same printer you currently have to print registrations. We will address printing in the Title Bureau, which is not impacted by the new printing technology, at a later time.

We have investigated ways to use IP addressing for the location code so that statistical reports can be compiled correctly by stopping someone from logging on to a work station with an incorrect location code. Overrides will be accommodated.

State programmer/analysts are supporting BearingPoint in system and low level design. This support helps the timetable for MAAP development as well as giving state staff valuable experience with MAAP so they can maintain the system after BearingPoint leaves.

Regarding credit cards, we are working with other State agencies on a statewide system. A vendor has been selected. The plan is to have a central server in the Administrative Data Center at 4 Hazen Drive that will serve every department in the State. Liquor will begin using the new server in about two weeks. MAAP cities and towns will not have credit card capabilities in MAAP Phase I.

MAAP Architecture II requires that we interface with cities and vendors. XML messages will be the heart of how local vehicle registration software will interface with MAAP. BearingPoint is releasing XML specifications to the state on February 26, 2003. The Technical Validation team will review these specs and will send them to the vendors and cities on March 5, 2003. Jim Bronson is holding regularly scheduled meetings with software vendors and cities that write local vehicle registration software. The next meeting is scheduled for March 11, 2003. This meeting will focus on the XML specs.

We are continuing to work on new registration printing media; updated user requirements will be sent to users for their sign-off. We are getting a budgetary price from the vendor. The State Police and Highway Patrol are looking for a card swipe capability. The issue of more than one PC on a desk will have to be addressed at some point. We hope MAAP will run on Vital Records or town PC's.

Chuck DeGrace discussed the Implementation Team status. They met before the holidays and established tasks that the team needs to deal with. Last week people were assigned to these tasks along with rough timeframes. A formal project time line will be developed. Some tasks have a relationship with other tasks. The task list is attached. Chuck requests that you contact him if there are any omissions or corrections.

Chuck discussed what he calls the Phase in vs. Big Bang Theory. Towns on the existing system on its last day of operation will be the towns initially on the new system. New towns and cities will be brought on in a period of time after this. We are reviewing ways to ease the impact (especially on Help Desks) of such a large implementation.

The rollout of new printers has been delayed. From the time MAAP starts until we roll out new printers will be a minimum of six months. Part of this delay is to avoid system changes during the four-month warranty period.

Jim Bronson discussed IT issues. The Microfocus compiler problem for UNI affects everyone. It is used to communicate with AAMVA (American Association of Motor Vehicle Administrators). For Registration and Title we will have to establish a link to AAMVA from MAAP while maintaining the link to the existing system for other applications. We are working on this.

Jim said he will add one or two municipal agent representatives to the Validation Team to replace Rebecca Landry.

Monica Gauba, from BearingPoint, and several state staff had a conference call with the vendor that writes and maintains the SPOTS (State Police Online Transaction System) software. The purpose of the call was to start the design process and determine the scope of the work required to connect MAAP with SPOTS. We also need to determine how much it costs and where the funds will come from because it is additional money not associated with BearingPoint.

Concerning Primedia contract negotiations, Art Garlow and Kelly Michael said there has not been any activity since the initial meeting. We need to determine who is going to use the services and how they are going to be paid for. There needs to be a meeting with the Commissioner and Director Beecher to discuss this. Art was asked to discuss this with Director Beecher.

The impact of town boat registrations on marinas was discussed. It is a business issue, and it is felt marinas should be only minimally affected. There was a discussion as to whether we need to be concerned about notifying marinas. Comments were made that hunting and fishing stores, etc. may be more affected.

Space for plate storage in towns is an issue. Also, the size of new printer technology is an issue. We will add an item regarding space needs to the Web when we get additional information from ITI, one of the leading vendors of such equipment.   Storage of supplies will be less critical because it is just stock material without sticker numbers pre-printed and thus can be stored in a supply area away from the desk.

Regarding NMVTIS Release II, it is expensive and as of March we are going onto a batch version on the existing system to supply information to other states. When MAAP is done we will go back online. NMVTIS, a nationwide network of vehicle registration administrators, was created to combat vehicle theft and other crimes relating to vehicle titles. Most NMVTIS interaction is transparent to users.

ELT (Electronic Lien and Title) has been postponed until Phase II. It is too expensive at this time; it will be included in a later phase of MAAP. ELT provides the capability of transmitting and storing vehicle titles in electronic form; this eliminates the logistics of handling printed titles when working with banks and other lenders.

In the area of missing updated Logical Design sign-offs, there are a couple of towns and cities that have not signed off.

There was discussion of a MAAP logo. We could use it on the screen, etc. This will be further discussed at the next Steering Committee meeting.

Regarding MAAP funding, we are slowing down the project because of lack of funds. We have worked out a Change Request with BearingPoint so we will have enough money to keep them on until June 30, 2003 (the end of the budget period) at which time the Low Level Design should be complete. Assuming there is adequate funding, the project is currently projected to be fully implemented on June 4, 2004. Next year we will be $1 million short on hardware and software, $.9 million on consultant services and a budget amount, to be determined, for the connection to SPOTS. Peter mentioned that all IT money will be centralized under the State CIO on July 1, 2003.

The meeting was closed at 2:10 P.M.

                                        Respectfully submitted,

                                        Linda C. Rosano
                                        Administrative Secretary